

## WORK STUDY PROGRAM – BEHAVIOR CHECKLIST

NAME		WORKSITE			WORKSITE SUPERVISOR
WEEK OF	TIMELINESS	ON-TASK	PEER RELATIONS	RESPONSE TO AUTHORITY	WEEKLY AVERAGE
	M				(See Reverse Side for Formula)
	T				
	W				
	T				
	F				
TOTAL		+	+	+	= + =

WEEK OF	TIMELINESS	ON-TASK	PEER RELATIONS	RESPONSE TO AUTHORITY	WEEKLY AVERAGE
	M				(See Reverse Side for Formula)
	T				
	W				
	T				
	F				
TOTAL		+	+	+	= + =

WEEK OF	TIMELINESS	ON-TASK	PEER RELATIONS	RESPONSE TO AUTHORITY	WEEKLY AVERAGE
	M				(See Reverse Side for Formula)
	T				
	W				
	T				
	F				
TOTAL		+	+	+	= + =

WEEK OF	TIMELINESS	ON-TASK	PEER RELATIONS	RESPONSE TO AUTHORITY	WEEKLY AVERAGE
	M				(See Reverse Side for Formula)
	T				
	W				
	T				
	F				
TOTAL		+	+	+	= + =

WEEK OF	TIMELINESS	ON-TASK	PEER RELATIONS	RESPONSE TO AUTHORITY	WEEKLY AVERAGE
	M				(See Reverse Side for Formula)
	T				
	W				
	T				
	F				
TOTAL		+	+	+	= + =

## INSTRUCTIONS

### WORK STUDY PROGRAM – BEHAVIOR CHECKLIST

This form has been designed to rate a youth's work behavior on a daily basis, with a component to evaluate the youth on a weekly basis. Instructions are as follows:

1. Fill in the youth's name, worksite and worksite supervisor's name. Fill in the week beginning.
2. The initials M.T.W.T. & F. stand for the days of the week. On each day that the youth reports to work, rate his work behavior by placing 1, 2, or 3 under the appropriate behavior column. The behavior columns are: TIMELINESS, ON-TASK, PEER RELATIONS & RESPONSE TO AUTHORITY. To get a weekly average, follow this formula: At the end of the week each column should be added. Take the total of each column and add them for the week's total. Divide the weekly total by the number of ratings accumulated during the week and this will be weekly rating average. EX:

WEEK OF	TIMELINESS	ON-TASK	PEER RELATIONS	RESPONSE TO AUTHORITY	WEEKLY AVERAGE
M	1	1	1	1	
T	1	2	2	2	
W					
T	2	2	2	2	
F					
TOTAL	4	+	5	+	5 = 19 ÷ 12 = 1

#### DEFINITIONS:

- A. Timeliness:** Begins activity or ceases activity in a timely manner; does not require prompting; does not hold up others by not starting or stopping promptly.
- B. On-Task:** Performs activities in an appropriate manner at the appropriate time and place; does not require repeated instruction to return to the assigned task; puts forth effort in line with abilities.
- C. Peer Relations:** Interacts in a socially accepted manner with peers; does not fight, curse, push, argue or otherwise relate in an inappropriate manner; is not overly friendly to one youth or group of youths.
- D. Response to Authority:** Follows verbal instructions cooperatively and promptly; follows written schedule without repeated reminders; complies with Youth Services' rules and policies; does not debate; ignore or procrastinate before obeying instructions.

#### RATINGS:

- 1 = BELOW AVERAGE PERFORMANCE (slow getting started/finishing, distracted or poor response, argues or plays inappropriately with peers, several commands necessary before compliance)
- 2 = MEETS AVERAGE EXPECTATIONS
- 3 = ABOVE AVERAGE RESPONSE (prompt in starting/finishing, attentive to tasks, socially appropriate with peers, independent functioning with minimum instruction; follows orders promptly and cooperatively)